

# CITY OF COWETA UTILITY SERVICE AGREEMENT

Please Print Clearly

Commercial Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Today's Date \_\_\_\_\_ Service Start Date \_\_\_\_\_ AM/PM \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_ **DBA** \_\_\_\_\_

**SERVICE ADDRESS** \_\_\_\_\_

City State Zip Code

**MAILING ADDRESS** \_\_\_\_\_

City State Zip Code

Fed I.D. / SSN # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Business Telephone

Fax Number

OWN \_\_\_\_ RENT \_\_\_\_ Landlord \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name (Required)

Telephone #

Business Type: \_\_\_\_ Association \_\_\_\_ Corporation \_\_\_\_ LLC \_\_\_\_ Partnership \_\_\_\_ Sole Proprietorship

**\*\*\*\*COPY OF SALES TAX PERMIT REQUIRED (if applicable) BEFORE STARTING SERVICE\*\*\*\***

\_\_\_\_ This is a service business. No sales tax is charged

## PRINCIPAL OWNER, PARTNER OR OFFICER --- LIST ALL --- (REQUIRED)

1. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name Title SS# Home or Cell Phone Number

Address \_\_\_\_\_ City State Zip Code

2. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name Title SS# Home or Cell Phone Number

Address \_\_\_\_\_ City State Zip Code

3. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name Title SS# Home or Cell Phone Number

Address \_\_\_\_\_ City State Zip Code

## BANK REFERENCES

Bank Name Address City State Zip Code

Officer \_\_\_\_\_ Telephone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Account # \_\_\_\_\_

The undersigned agrees to pay the established utility rates as set forth in the City of Coweta ordinances and agrees to abide by the regulations and policies governing said services. This agreement becomes effective upon the establishment of service. In the event of default and referral to an attorney or collection agency, I agree to pay all costs of collection including reasonable attorney's fees. **If the above business is an LLC or corporation, I personally guarantee payment in full of all amounts incurred on behalf of the business, and agree to be personally liable for any utility account indebtedness incurred.**

Authorized Signature Title Print Name Date

**DEPOSIT AMOUNT:** Owners - \$50.00 Renters - \$100.00

PLANNING / PERMIT DEPARTMENT

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

# SEWER INSPECTION FEE AGREEMENT AND WAIVER

Sewer pop-off valve: A device that prevents the sewer from backing up inside a building/residence in the event of a sewer line blockage on a city main or a personal sewer line.

The City of Coweta ("City"), a municipal corporation, and \_\_\_\_\_, an individual utility customer of the City of Coweta, hereby agree as follows:

INITIAL ONE:

\_\_\_\_\_ YES

The City is authorized to inspect the sewer clean-out/pop-off valve at my residence and to install a sewer "pop-off" valve if one is not in place. In exchange for this service, I agree I will be billed a one-time fee of \$30.00 to be assessed to my utility account. I further understand the City has a continuing right to inspect the valve and that I have a duty to ensure that the pop-off valve is not removed or obstructed in any way. The installation of said device does not include the cost associated with the installing of a sanitary sewer clean-out line to tie into the service line. If a clean-out is not readily available on the service line, the property owner will be required to install the clean-out at the property owner's expense, prior to the City installing a pop-off valve. I further understand that this service is being offered by the City to diminish the possibility of sewage overflow within my residence and I acknowledge the City is (A) not admitting or assuming any maintenance or ownership of the pop-off valve and/or (B) not admitting or assuming any liability for any sanitary sewer overflow that may occur.

\_\_\_\_\_ NO

I do not agree to allow the City to either inspect the sewer clean-out/pop-off valve at my residence and do not agree to be assessed any amount. I understand that all liability associated with the clean-out/pop-off valve, and possible damage to my residence/property as a result of sewage backups and overflows, is entirely my responsibility. I further agree that any claim for damage I or the resident(s) of this address may have is limited to \$30.00, and that the City is not an insurer against any loss I may suffer. By signing this agreement, I limit any damage claim I or my family may have for property damage, personal injury, or inconvenience as a result for a sewer backup or overflow on my property.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Utility Customer

\_\_\_\_\_  
Witness

## **CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**

I understand my utility bill is due on or before the 20<sup>th</sup> of each month if my account number begins with 01, 06, 08, 09, 10, 12, 13, or 14. (Zone # 1)

I understand my utility bill is due on or before the 5<sup>th</sup> of each month if my account number begins with 02, 03, 04, 05, 07, 11, 15, 16, 17, or 18. (Zone # 4)

Failure to receive a utility bill through the mail is NOT a valid reason for non-payment.

I understand that charges for water and sewer are based on usage at rates approved by the City Council, however a minimum bill will be charged each month for water, sewer, trash, and ambulance service until your account has been finalized.

I understand that my services will be disconnected 5-15 days after my account becomes delinquent.

In the event of disconnection (please initial):

\_\_\_\_\_ YES, I authorize the City of Coweta/Coweta Public Works Authority to restore water service without someone being present inside the property and I acknowledge that any damages caused by unattended water fixtures/lines are not the responsibility of the City of Coweta/Coweta Public Works Authority.

\_\_\_\_\_ NO, I do not authorize the City of Coweta/Coweta Public Works Authority to restore water service without someone being present inside the property.

By signing this agreement, you are acknowledging that you have received the New Customer Notice Agreement and are responsible for knowing the terms and conditions listed therein.

\_\_\_\_\_  
CUSTOMER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY ADDRESS

\_\_\_\_\_  
LAST 4 OF SSN



POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • [www.cityofcoweta-ok.gov](http://www.cityofcoweta-ok.gov)

## **NEW CUSTOMER NOTICE**

We welcome you as a customer of the Coweta Public Works Authority and would like to acquaint you with the policies and procedures of the utility Department.

1. Office hours are 8 am to 5 pm, Monday through Friday. After hours, follow instructions on the telephone recording.
2. Utility bills may be paid at City Hall (310 S Broadway) during normal business hours. Acceptable forms of payment are: cash, check, money order, bank draft, Visa, MasterCard. For your convenience a night depository is located to the left of the front doors. Please **do not** leave cash in the night depository. Local banks will accept payment up to your due date. Payment may be made online through our website at [www.cityofcoweta-ok.gov](http://www.cityofcoweta-ok.gov). There is a link at the bottom of the home page that states pay utility bills online.
3. Bills are mailed monthly according to your billing cycle. A 10% penalty will be added to any account paid after the due date. If the due date falls on a weekend or holiday, please use our night depository to prevent the added late fee since all payments from the night box are posted to accounts **BEFORE** penalties are added.
4. Failure to receive a utility bill through the mail is not a valid reason for non-payment. If you do not receive a bill, please contact City Hall offices as soon as possible.
5. If your utility account number begins with 01, 06, 08, 09, 10, 12, 13, or 14 (Zone #1), your bill is due **on or before the 20<sup>th</sup>** of each month. If your utility account number begins with 02, 03, 04, 05, 07, 11, 15, 16, 17, or 18 (Zone #4), your bill is due **on or before the 5<sup>th</sup>** of each month.

### **WATER SERVICE:**

1. If new service is being started or restoration of service is being requested, hours of connection are as follows: deposit or payment made before noon can be connected between the hours of 1pm and 4pm that same day. Deposit or payment made after noon can be connected between the hours of 8am and 11am the following business day.
2. Water and sewer charges are based on usage at rates approved by the City Council. **You will be charged a minimum bill for water, sewer, trash, and ambulance services each month until your account has been finalized.**
3. If service is disconnected for non-payment the following charges are applicable:
  - a. \$10.00 Default payment fee
  - b. \$25.00 Disconnection fee
  - c. \$100.00 Tampering fee, if customer turns a water meter back on that has been disconnected due to non-payment.
4. If you are moving and need to transfer service from one location to another within our service area, a transfer fee of \$25.00 will be added to your utility account.
5. A \$25.00 charge will be added to all returned checks.
6. If you have an account that goes to collections, a 35% collection fee will be added to the amount owed.

### **TRASH SERVICE:**

Residential trash should be bagged and set at the curb by 7am on your designated pick up day. Please note the attached map and collection information sheet for more details. There is a limit of 14 bags (33 gallon) per pick up day. Bulk trash pickups are available on Wednesdays only and can be requested by calling the City Hall offices at (918) 486-2189.



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## CITY OF COWETA RESIDENTAL SOLID WASTE COLLECTION INFORMATION

With a few exceptions the following is a general guide of when trash is picked up:

West of Hwy 51/Broadway will be picked up on Tuesdays

East of Hwy 51/Broadway will be picked up on Thursdays

If a **holiday** occurs on your pickup day, the pickup will be on **Wednesday** of that same week.

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In order to provide efficient and timely pickup we ask that the following regulations be observed:

**BAGS ARE REQUIRED:** All solid waste must be placed in trash bags with a capacity of 33 gallons or less and tied shut, even if it is placed in a trash can. If the waste is not in plastic trash bags, sanitation personnel are not required to pick it up.

**COLLECTION TIME:** All items to be picked up must be placed at the curb by 7:00 a.m. on the regular collection day. Do not place trash out more than 24 hours prior to your scheduled collection date. The exact time of collection depends on the volume of trash placed out and the number of crews picking up trash that day, so pick up times can vary on any given day. There is no solid waste pick up service on holidays observed by the City of Coweta.

**HOUSEHOLD WASTE:** Limit of fourteen (14) 33 gallon bags of waste, per household, per pickup day. Loose items in a trash can, or on the ground, will not be picked up. All tree limbs, brush, and lumber must be cut in four foot lengths and tied into one (1) foot diameter bundles. Limbs larger than two (2) feet in diameter will require a bulk pick up for an additional fee. Large items that do not meet the criteria above must be scheduled for a bulk pickup for an additional fee.

**BULK WASTE COLLECTION:** Bulk trash is picked up on Wednesdays. To schedule a bulk trash pickup you must call (918) 486-2189 by 5:00 p.m. on Tuesday. Items must be placed at the curb by 7:00 a.m. Items that will be picked up include general household furniture and appliances (refrigerators must have Freon removed from a certified vendor) and water heaters. Fees for bulk pick up are \$5.00 per item, \$15.00 per pick up load, and/or \$50.00 per dump truck load. Please contact (918) 486-2189 if there are questions about items needing to be picked up.

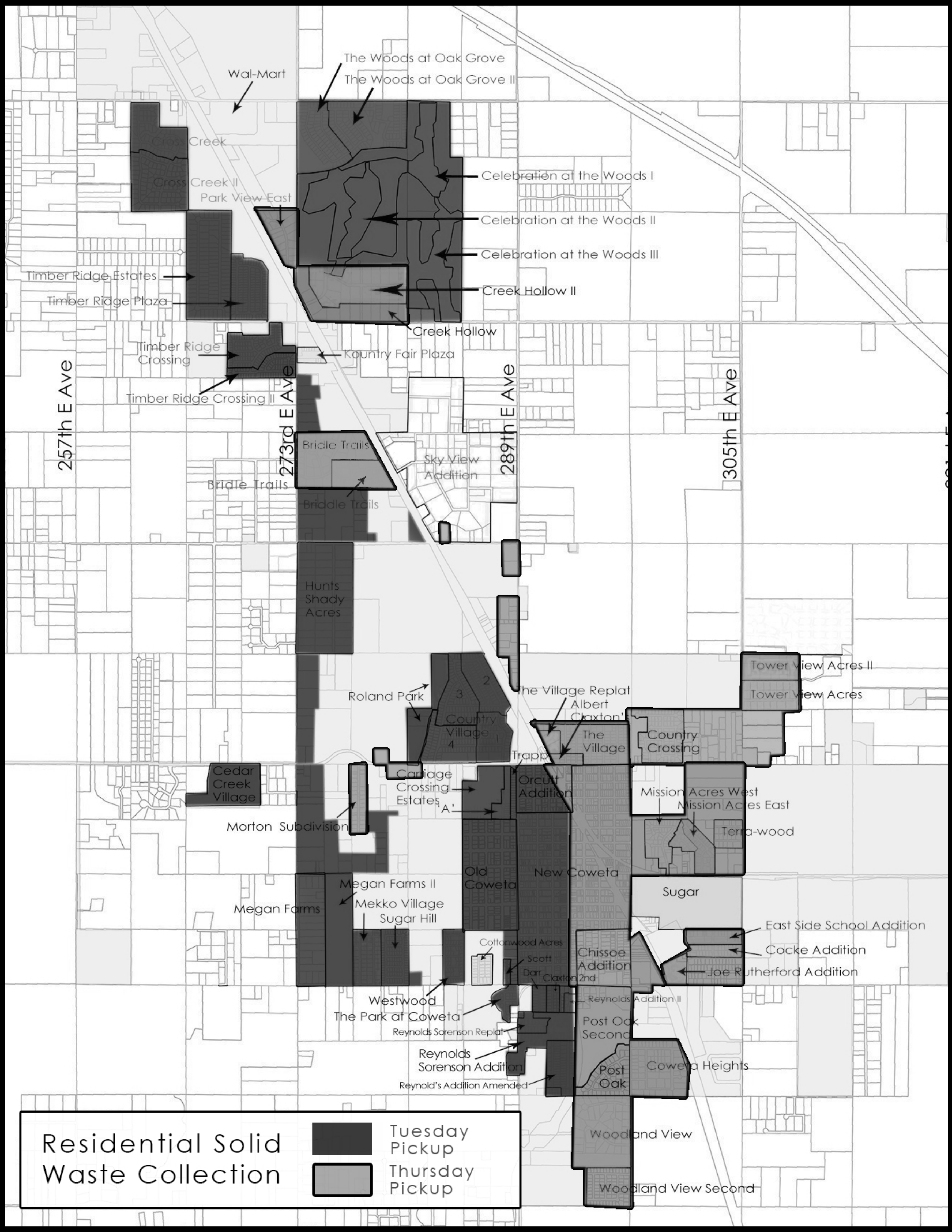
**ITEMS NOT COLLECTED:** Hazardous waste of any kind which can include but is not limited to: oil, gas or diesel fuels, car batteries, tires, medical waste, paint, roofing material, remodeling materials, bags of dirt, rocks and/or concrete, or any other substance or item deemed hazardous by the City of Coweta.

If you have problems with dogs or cats bothering your garbage, please contact Animal Control Officer at (918) 486-2121. Residents are responsible to clean up any messes made by animals which occur near your property.

We appreciate your cooperation. If you have any questions or comments, please contact the Coweta Public Works Authority at (918) 486-8073 or (918) 486-5907.

**\*\*\*SEE MAP ON BACK OF THIS NOTICE FOR DETAILED COLLECTION SCHEDULES\*\*\***





Wal-Mart

The Woods at Oak Grove

The Woods at Oak Grove II

Creek

Cross Creek II

Park View East

Celebration at the Woods I

Celebration at the Woods II

Celebration at the Woods III

Creek Hollow II

Timber Ridge Estates

Timber Ridge Plaza

Timber Ridge Crossing

Timber Ridge Crossing II

Country Fair Plaza

Creek Hollow

257th E Ave

273rd E Ave

289th E Ave

305th E Ave

Bridle Trails

Sky View Addition

Bridle Trails

Bridle Trails

Hunts Shady Acres

Tower View Acres II

Tower View Acres

Roland Park

Country Village 2

Country Village 3

Country Village 4

The Village Replat

Albert Claxton's

The Village

Country Crossing

Trapp

Orcutt Addition

Mission Acres West

Mission Acres East

Terra-wood

Cedar Creek Village

Morton Subdivision

Carriage Crossing Estates A

Old Coweta

New Coweta

Sugar

Megan Farms II

Mekko Village

Sugar Hill

Cottonwood Acres

Scott Dar

Claxton 2nd

Chissee Addition

Reynolds Addition II

Post Oak Second

Post Oak

Coweta Heights

East Side School Addition

Cocke Addition

Joe Rutherford Addition

Westwood

The Park at Coweta

Reynolds Sorenson Replat

Reynolds Sorenson Addition

Reynolds Addition Amended

Woodland View

Woodland View Second

Residential Solid Waste Collection

Tuesday Pickup

Thursday Pickup

CITY OF COWETA  
CUSTOMER AUTHORIZATION  
FOR AUTOMATED DEBIT ENTRIES

**AUTHORIZED AGREEMENT FOR DIRECT PAYMENTS**

I (we) hereby authorize City of Coweta to initiate debit entries to my (our)

\_\_\_\_\_ Checking Account                      \_\_\_\_\_ Savings Account

Indicated below and the depository named below, hereinafter called  
DEPOSITORY, to debit same to such account to pay Utility Account  
#\_\_\_\_\_.

DEPOSITORY  
(BANK) NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA (ROUTING) # \_\_\_\_\_ ACCT # \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY and DEPOSITORY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S) \_\_\_\_\_ ID # \_\_\_\_\_  
(LAST 4 OF SSN OR D.L. NUMBER)

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

Mailing Address: City of Coweta  
Attn: Billing Clerk  
P.O. Box 850  
Coweta, OK 74429

**COWETA**

**11160 S 265TH E AVE**



**RECYCLES**

**COWETA, OK 74429**

If you have any questions about this center, finding another center, or just want more information, please call us at 918-584-0584 or visit our website [www.MetRecycle.com](http://www.MetRecycle.com)

Open 24/7 Worker attended hours are Sun. & Mon. 9:30a.m.-2:30p.m. and Tues.-Sat. 9:30a.m.-1:30p.m.



We accept the following materials 24/ hours a day, 7 days a week:

**Newspaper**

This includes slick inserts.

**Plastics #1 and #2**

These are plastic items with a neck or a handle. Check on or near the bottom of the container for the number. Please rinse and remove all lids.

**Glass**

This includes clear, brown, or green. Please only containers. No plate glass, pyrex, ceramics, etc. Please rinse and remove all lids.

**Aluminum**

Please rinse.

**Office Paper**

This includes envelopes and colored paper or junk mail.

**Magazines**

No thicker than one inch thickness.

We accept the following materials during regular business hours. Please DO NOT bring these items afterhours.

**Oil**

There is a five gallon limit per day per person.

**Batteries**

This includes household and car batteries.

**NO paint or other pollutants will be accepted. NO appliances.**

Call the M.e.t. for disposal information.

**NO trash.**

Our trash bins are for recycling center use only. Please do not bring personal trash to the center.

**NO tin foil, plastic bags, Styrofoam, tires, or wood.**

**Commercially generated waste is NOT accepted at ANY M.e.t. center.**



# Other Utility Providers

## **Electric**

Public Service Company of Oklahoma  
(888)216-3523

## **Natural Gas**

Oklahoma Natural Gas  
(800)664-5463

## **Wagoner County Rural Water**

Rural Water District No. 5  
15078 S 305<sup>th</sup> E Ave  
Coweta, OK 74429  
(918)486-5458

Rural Water District No. 4  
9816 S 239<sup>th</sup> E Ave  
Broken Arrow, OK 74014  
(918)258-2331

## **Other**

Windstream  
(866)445-8084

Cox Communications  
(800)818-0679

Direct TV  
(888)489-3591

Dish  
(855)868-9245



<http://www.cityofcoweta-ok.gov>

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Management Assistant – Box 850 – Coweta OK 74429

(918) 486-2189  
FAX (918) 486-5366  
[jcasteen@cityofcoweta-ok.gov](mailto:jcasteen@cityofcoweta-ok.gov)

The City of Coweta is pleased to announce the partnership with Blackboard Connect. This public safety service will provide citizens with timely notices of events that may impact them and their property. Included within this service is notification by the National Weather Service for tornado and severe thunderstorm warnings. If you are moving into the Coweta area, your phone number will be automatically added within a few weeks. If you do not have a home phone and utilize a cell phone, you will need to contact me at the above number. I am able to upload your phone number and address into the data base. The city also has a few outdoor warning sirens. As a reminder these sirens are for outdoor notifications and may not alert you during storms, if you are inside your house or car. Phone notifications provide a much higher degree of protection. If you have questions regarding this service or the role of emergency management, please contact the city.

*Julie Casteen*